

**REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital**

Wednesday, May 3, 2023 at 6:00 PM, In-Person or Virtual Meeting by Zoom

Virtual Participation via ZOOM Conferencing or In-Person

Board of Commissioners

P-Jeff Elbracht, President
P-Tricia Grantham, Vice President
P-Sandra O'Keefe, Secretary
P-Joe Pitzer, Commissioner
P-Michael Murphy, Commissioner
P-Karen Karpman, Commissioner
P-PJ Sanchez, Commissioner

Hospital Personnel

P-Matt Forge, CEO
P-Jeannie Eylar, CCO
P-Steve Febus, CFO
P-Bernadette Berney, CHRO
P-Carrie Coen, CRO
P-Brenna Harris, D.O., Medical Staff President
P-Edwin Tingstad, M.D., CMO
P-Karly Port, CCNO
P-Erin Sedam, Executive Assistant
P-James Onstad, Legal Counsel

Guests:

Alison Weigley
Linda Infranco
Lennis Boyer-Watts, League of Women Voters
208.305.9559

I. CALL TO ORDER

President Elbracht called the meeting to order at 6:01 p.m. Roll call was taken with the following Commissioners answering present: Elbracht, Grantham, O'Keefe, Pitzer, Murphy, Karpman, and Sanchez.

Tricia introduced and welcomed the new observer from the League of Women voters, Lennis Boyer-Watts.

II. APPROVAL OF MINUTES

Commissioner Karpman moved to approve the minutes for the regular meeting of April 5, 2023. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

Matt Forge requested to modify the length of Executive Session from 20 minutes to 10 minutes.

IV. CONSENT AGENDA

Commissioner Grantham moved to approve the consent agenda. Commissioner O'Keefe seconded the motion. Commissioner Murphy asked to pull Integrated High Reliability Committee minutes for discussion. This discussion will follow agenda item A, Reliability Management Monthly Update. The following committee reports were approved unanimously.

- Finance Committee
- Integrated High Reliability Committee
- Governance Committee
- Strategic Planning Committee
- Foundation Board of Directors
- Approval of Warrants

V. PUBLIC COMMENT

President Elbracht opened the floor for comments. There were no comments made by the public.

VI. BOARD EDUCATION

President Elbracht noted that the Commissioners were to review a couple of questions from the Washington State Hospital Association's "Critical Questions Every Board Needs to be Able to Answer". Those were "what are the most prominent health needs in your community" and "what is population health and why is it significant". The Commissioners discussed the County's Community Health Needs Assessment that was last conducted in 2022. This survey gives helpful insight into the

prominent needs in our community. They also discussed the Hospital's involvement with ACO activities and how those are addressing population health needs for the greater Pullman area.

VII. ADMINISTRATION UPDATE

Matt Forge presented the April Administrative Update and asked if there were any questions on the written report. There were no questions.

VIII. ACTION / DISCUSSION

A. Reliability Management Monthly Update

Carrie Coen presented a recent near miss case as a way to highlight the efforts of the High Reliability team. The case was regarding inconsistencies in a pediatric patient's weight and how the weight was measured. She explained what the team learned from taking a nonpunitive look at the situation and how they developed an action plan.

B. Integrated High Reliability Committee Minutes

Commissioner Murphy asked for clarification around the equipment request form. Carrie Coen explained that this document is still in the implementation process and the committee is working through these specifics as this process gets rolled out.

C. Financial Update (1st Qtr)

Steve Febus reviewed the Financial Report for the first quarter of 2023 financials. He explained that on January 27, 2023, the transition to Epic commenced. Mr. Febus went on to review the statement of people and programs as well as the key indicator dashboard. He highlighted that the 2022 audit and cost report are finalized. He spoke to the efforts that are underway for the expansion project as it related to bond insurance. Lastly, there was some conversation around staffing and the billing department.

D. Foundation Update (1st Qtr)

Linda Infranco, the Executive Director for Pullman Regional Hospital Foundation, provided an update on the Foundation's first quarter activities. She provided an update around some of the community engagement activities. She highlighted community engagement events and gatherings, as well as the fundraising goals and metrics for the first quarter. She concluded by asking the group to save the dates of upcoming Foundation events.

E. Conflict of Interest Forms

President Elbracht reminded the Commissioners to complete and turn in their annual Conflict of Interest Forms to Erin Sedam.

F. Expansion Update

Matt Forge gave the Commissioners an update on the Architect Firm selection process. He explained that through the request for qualifications (RFQ) process, we received a lot of interest from across the Nation. Ultimately, 9 firms submitted a proposal. Of those 9 proposals, 5 of them are truly architect firms. The other 4 are civil or electrical engineering firms. The next step will be to invite and interview architect firms.

G. Match Day Update

Matt Forge provided an update from the Match Day activities when Washington State University and Pullman Regional Hospital learned who their three residents would be. He explained that it was an exciting day with a celebratory evening. He provided a quick overview of the residents and their backgrounds.

H. DC Trip Update

Matt Forge provided a more detailed update on his invitation from Cathy McMorris Rodgers to participate in the hearing on Price Transparency in Washington, D.C. He talked through the experience in front of legislation and how supported his efforts were by both local and state representatives in healthcare.

IX. ANNOUNCEMENTS

- A. Palouse Health Center Re-opened, April 11th
- B. Hospital Week, May 1st – 5th
- C. CougsFirst! Show & Career Expo, May 12th, Bellevue
- D. Foundation Board of Directors Meeting, June 16th, 12:00p at Palouse Ridge

- E. AWPHD & WSHA Rural Hospital Leadership Conference 2023, Chelan, June 27 -28th
- F. PRHF 18th Annual Golf Classic, July 8th, Palouse Ridge

X. EXECUTIVE SESSION

At 7:57 P.M. President Elbracht announced that the meeting would go into Executive Session for 10 minutes to discuss granting, denial, revocation, restrictions, or other considerations of the status of the clinical or staff privileges of a physician or other healthcare provider, consider personnel issues, and consult with legal counsel. At 8:07 P.M. the President announced that the Executive Session would be extended for 5 minutes. At 8:12 P.M. the President announced that the Executive Session would be extended for another 5 minutes. At 8:17 P.M. the President announced that the Executive Session would be extended for another 5 minutes.

XI. OPEN SESSION

The meeting resumed in Open Session at 8:22 P.M.

XII. ADJOURNMENT

The meeting adjourned at 8:23 P.M.

Respectfully submitted by:



Erin Sedam
Executive Assistant



Sandra O'Keefe, Secretary
Board of Commissioners
*(Minutes are not officially approved until the
next Board Meeting.)*